

## TRAVEL GRANT FINAL REPORT

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Please refer to the [online grant reporting guidance](#) to help you to more easily complete your report.

It is also recommended that you have a look at the Attachments section now to see what additional information will be required with your report.

Please note that if you print a copy of the application form that the Attachments page must be printed separately.

As we encourage excellence but also seek to support innovation, we do not expect success in every aspect of every project, and appreciate your honesty and transparency in reporting.

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**Reference number**

**Report due date**

**Organisation**

**Grant amount**

**Date awarded**

**Contact for the Report - name of author**

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### **PROJECT DETAILS**

**Project Description - as in your original application**

- 1. Were there ANY changes to the funded project details.** (e.g. destination, conference, dates, budget)?
- 1a. If you ticked yes, please provide the date on which you advised the Foundation of these changes.** If not, please explain any changes and the reason why no notification was given.  
Word count 0 to 200
- 2. What were the main benefits/learnings of the trip? Did it meet expectations?**  
Word count 0 to 200
- 3. Please summarise the outcomes of your travel.**  
For example, have you received publicity or further disseminated this work (if so, please provide relevant links)? Or have you generated any potential future collaborations as a result of the travel?  
Word count 0 to 300

## **FINANCIAL STATEMENT**

Please attach a statement of total project income and expenditure. It must be signed and dated by the relevant authorised person (e.g. Research/Grants Management Accountant, CFO, CEO) with itemisation of:

- the amount received from The Ian Potter Foundation
- the cash financial contribution received from your organisation
- other funding sources and amounts received from them
- amounts spent on the trip and
- the balance (if any) remaining at date of this report.

**Please note that** the grant was made on a matching basis and if the travel costs have been reduced, resulting in a reduction of your organisation's cash contribution, there is an expectation that there will be a corresponding reduction to the Foundation's award.

In order for us to get a complete understanding of how your project went, we need a financial report in the same format as the budget you submitted in your application. Please include in the income and expenditure sections columns titled "*estimated*" and "*actual*" (as in the report template).

If you used your own budget template when you applied, please use the same cost headings, adding additional headings and rows to account for unanticipated costs.

If you used the Foundation's budget template when you applied you may like to use the [IPF FINANCIAL REPORT TEMPLATE](#). You should add additional headings and rows where necessary in order to provide as complete an itemised financial report as possible.

Print a copy of the completed financial statement and arrange for it to be **signed and dated** by the relevant authorised person (see above). Then scan it and upload it as an attachment.

Upload Financial Report

## **ATTACHMENTS**

1. You must submit a copy of your actual itinerary, including costs - from your travel agent or online booking.
2. In addition, please provide
  - at least one photo (high-res digital images) to illustrate your experience. You must ensure that all rights, consents, licences and permissions have been obtained prior to submitting images. For images provided to the Foundation please include captions, names of any people pictured and any acknowledgements required. The provision of information and images will be taken as permission to reproduce and publish.
  - copies of any related publicity, reports etc.